

PERSONNEL PLUS! CONSULTING SERVICES

Helena Business Over Breakfast Training

Sponsored by the Helena Job Service Employers Committee

Registration Information

**Seminars
8:15 to 10:30 am at the
Helena
Job Service**

Fees: \$40 per person. Fees may be paid by check, cash or electronically via pay pal. Your payment of the registration fee will be acknowledged by email or other means.

Registration: Register on-line at www.personnel-plus.com or via email training@personnel-plus.com

Cancellation: You may substitute another person at any time. If we receive your cancellation at least three working days prior to the date of the scheduled class, we will refund your registration fee in full. If we receive a cancellation request fewer than three days before the scheduled class, we will refund 50% of the registration fee.

**Personnel Plus!
Consulting Services
Phone: 406.443.7787
training@personnel-plus.com**

Date	Topic
October 12, 2011	Introduction to the NLRA Presented by Staci Bloomberg
November 9, 2011	Preventing Sexual Harassment in the Workplace Presented by Staci Bloomberg and Jim Nys
December 7, 2011	Understanding the Reasonable Accommodation Process Presented by Staci Bloomberg and Jim Nys
January 11, 2012	Understanding Exemptions from Minimum Wage and OT Requirements Presented by Staci Bloomberg and Jim Nys
February 8, 2012	Montana Specific Employer Rights and Responsibilities: Presented by Staci Bloomberg and Jim Nys
March 7, 2012	Creating High Performance Teams Presented by Staci Bloomberg
April 11, 2012	Correcting Substandard Employee Conduct and/or Performance Presented by Staci Bloomberg
May 9, 2012	Principles of Employee Compensation and Benefits Presented by Jim Nys
September 12, 2012	Managing Organizational Change Presented by Staci Bloomberg
October 10, 2012	HR for Governmental Contractors Presented by Jim Nys
November 7, 2012	HR for Large and/or Multi-Jurisdictional Employers Presented by Staci Bloomberg and Jim Nys